

PERSONNEL

Use this subject for correspondence and related papers pertaining to personnel matters.

NOTE: See EQUAL EMPLOYMENT OPPORTUNITY for general correspondence and similar papers related to that subject.  
See FINANCIAL MANAGEMENT for payroll accounting.

Disposal Authority:  
Job No. NCL-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER	PERSONNEL	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>Authorizations</u>	Use for appointing authority and position classification authority.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2	<u>Benefits</u>		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
2-1	Health Insurance		(GRS 2, Item 22) Destroy when 3 years old.	N/A
2-2	Life Insurance		(GRS 2, Item 22) Destroy when 3 years old.	N/A
2-3	Retirement	Correspondence, memorandums, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	(Item 88) Destroy when 1 year old.	(Item 88) Destroy when 1 year old.
2-4	Severance Pay		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
2-5	Unemployment Compensation		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
3	<u>Biographical Sketches</u>		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
4	<u>Classification and Duties</u>	Correspondence and other records relating to the development of classification standards for Agency positions.	(Item 78b) Personnel Division: Destroy 10 years after position is abolished or standard is superseded.	N/A

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
4-1	Appeals		(Item 73g(1)) Personnel Division and Servicing Personnel Office: Destroy 5 years after case is settled.	(Item 73g(2)) Destroy 3 years after case is settled.
4-2	Benchmark Jobs		(Item 78b) Personnel Division: Destroy 10 years after position is abolished or standard is superseded.	N/A
4-3	Classification Standards		(Item 73a) Servicing Personnel Office: Destroy 5 years after position is abolished or standard is superseded.	N/A
4-4	Position Audits	Material relating to inspections, surveys, desk audits, and evaluations of a temporary nature.	(Item 73c) Destroy when superseded or obsolete.	(Item 73c) Destroy when superseded or obsolete.
4-5	Position Descriptions		(Item 73c(1)) Servicing Personnel Office: Destroy 5 years after position is abolished or description is superseded.	(Item 73c(2)) Destroy when position is abolished or description is superseded.
4-6	Prior Approvals		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
4-7	Prototype Positions		(Item 73b) Personnel Division: Destroy 10 years after position is abolished or standard is superseded.	N/A
4-8	Research Grade Evaluation		(Item 73h) <u>Executive Secretary:</u> Destroy 3 months after employee leaves ARS. If employee transfers within ARS, transfer case file to gaining Personnel Office. <u>Personnel Division:</u> Destroy copies after post review by USDA Office of Personnel. <u>Supervisors and ARS Regional Administrators:</u> Destroy upon receipt of revised evaluation.	N/A

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
Official Personnel Folders (OPF) maintained by Servicing Personnel Offices (SPO). See Item 71, Records Control Schedule, for specific disposal information.				
5	<u>Court Attendance</u>	Includes correspondence pertaining to attendance at court, jury duty, witnesses, and depositions. Subdivide if volume warrants.	(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
6	<u>Employee Activities</u>	Includes correspondence and related material on Combined Federal Campaign, credit unions, social clubs, welfare organizations, savings bond drives, blood donations, etc.	(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
6-1	Savings Bond Campaign			
7	<u>Employee Awards and Commendations</u>		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
7-1	Departmental	Records relating to awards made at the Department level or higher. Does not include copy of award filed in OPF.	(Item 75b(1)) Personnel Division: Destroy when 10 years old.	(Item 75b(2)) Destroy when 5 years old.
7-2	Incentive Awards		(Item 75e(1)) Personnel Division: Destroy when 10 years old.	(Item 75e(2)) Destroy when 2 years old.
7-3	Length of Service and Sick Leave		(Item 75c) Destroy when 1 year old.	(Item 75c) Destroy when 1 year old.
7-4	Letters of Commendation and Appreciation		(Item 75d) Destroy when 2 years old.	(Item 75d) Destroy when 2 years old.
7-4-1	Congratulatory Letters - 1983			
7-4-2	Congratulatory Letters - 1984			
7-5	Memorials/Tributes			
7-5-1	Charles Valentine Riley Memorials Program			

## PERSONNEL

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
7-6	Outside		(Item 75e(1)) Personnel Division: Destroy when 10 years old.	(Item 75e(2)) Destroy when 2 years old.
7-6-1	Acceptance of Foreign Decorations			
7-6-2	Review of Outside Awards		(GRS 1, Item 12a(2)) Destroy when 2 years old.	(GRS 1, Item 12a(2)) Destroy when 2 years old.
7-7	Suggestions (Employee)			
8	<u>Employee Relations</u>		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
8-1	Appeals and Grievances		(Item 82a) Destroy 3 years after case is closed.	(Item 82a) Destroy 3 years after case is closed.
8-2	Conduct and Responsibilities	Use for general correspondence, memorandums, and other records relat- ing to codes of ethics and standards of conduct.	(GRS 1, Item 28) Destroy when superseded or obsolete.	(GRS 1, Item 28) Destroy when superseded or obsolete.
8-2-1	Conflict of Interest	Statements of employment and financial interests and related records (AD-392 or equivalent form).	(Item 80) Servicing Personnel Office: Destroy 2 years after separation of employee or 2 years after employee leaves the position for which statement is required.	N/A
8-2-2	Debt Complaints		(Item 82b) Personnel Offices: Destroy 4 years after case is settled.	N/A
8-2-3	Gratuities		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
8-2-4	Outside Work	Includes permission to engage in outside work.	(GRS 1, Item 25) Destroy 2 years after separation of employee or 2 years after employee leaves the position.	(GRS 1, Item 25) Destroy 2 years after separation of employee or 2 years after employee leaves the position.
8-2-5	Political Activities		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
8-3	Disciplinary and Adverse Actions		(Item 82c) Servicing Personnel Office: Destroy 4 years after case is settled.	N/A
9	<u>Employment</u>	Includes correspondence and proposals with supporting papers. Does not include OPF copy.	(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
9-1	Inquiries About Former Employees		(Item 70c(3)) Servicing Personnel Office: Destroy when 6 months old.	N/A
9-2	Job Retention and Restoration		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
9-3	Pre-employment Interview Expenses		(Item 74m) Personnel Offices: Destroy when 2 years old.	N/A
9-4	Special Categories		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
9-4-1	Host Enrollee Program		(Item 74o) Personnel Division: Destroy when 5 years old.	N/A

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
9-4-2	Intergovernmental Personnel Act		<u>ARS employees</u> (Item 74k(1)(a)) Personnel Division: Destroy when 4 years old. (Item 74k(1)(b)) Servicing Personnel Office: File on permanent side of OPP. <u>Non-ARS employees</u> (Item 74k(1)(c)) Personnel Division and Servicing Personnel Office: Destroy 5 years after final termination of assignment.	(Item 74k(2)) Destroy when 4 years old.
9-4-3	Research Associate Program		(Item 74n) Destroy when 5 years old.	(Item 74n) Destroy when 5 years old.
9-5	Special Examining Units for Employee Selection			
9-6	Term Employment	Includes supporting papers.	(Item 74j(1)(a)) <u>Approved proposals</u> Personnel Division: Destroy 2 years after expiration of authority. (Item 74j(1)(b)) Servicing Personnel Office: File on temporary side of OPP. Destroy upon expiration of authority. (Item 74j(2)) <u>Disapproved proposals</u> Personnel Division: Destroy 1 year after disapproved.	N/A
10	<u>Identification Cards</u>	See PERSONAL PROPERTY for motor vehicle ID cards.	(Item 87a) All employees: Return to issuing office upon request or when employee leaves ARS. (Item 87b) Issuing office: Destroy 3 months after ID card is returned to the office.	N/A

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
			Official Personnel Folders (OPF) maintained by Servicing Personnel Offices (SPO). See Item 71, Records Control Schedule, for specific disposal information.	
11	<u>Labor Management Relations</u>	General correspondence and case files.	(Item 83a) Labor management relations: Destroy when 5 years old. (Item 83b) Labor arbitration: Destroy 5 years after final resolution of case.	(Item 83a) Destroy when 5 years old.  (Item 83b) Destroy 5 years after final resolution of case.
12	<u>Leave</u>	Use for general material relating to requests for and approval of taking leave. Includes annual, sick, military, leave without pay, holidays, and absence for jury duty. Subdivide by type if needed.	(GRS 2, Item 8) Destroy when 1 year old.	(GRS 2, Item 8) Destroy when 1 year old.
12-1	Leave History	Use for material that pertains to leave balances, leave audits, and restored leave. Includes leave record cards.	(GRS 2, Item 9b) Destroy 3 months after the end of the period covered.	(GRS 2, Item 9b) Destroy 3 months after the end of the period covered.
12-2	Leave Requests			
13	<u>Notification of Personnel Actions - Chronological File (not OPF copy)</u>	Includes AD-350 or equivalent form and fact sheets.	(Item 74h(1)) <u>Chronological file copies</u> Servicing Personnel Office: Destroy when 2 years old. <u>All other copies</u> Servicing Personnel Office: Destroy after posting to pertinent records such as SF-7B or position organizational listings.	N/A
14	<u>Pay Administration</u>		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
14-1	Allowances and Differential		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
14-2	Basic	Includes Federal Wage System, Foreign Service, General Schedule, Public Law, Shortage Category, Supergrades. Subdivide by subject if volume warrants.	(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
14-2-1	Pay Scale Chart			
14-3	Deductions	Includes transmittals and reports with related records pertaining to payroll operations and pay administration.	(GRS 2, Item 17b) Destroy when 3 years old.	(GRS 2, Item 17b) Destroy when 3 years old.
14-4	Name and Record Changes		(GRS 2, Item 2) Destroy when 2 years old.	(GRS 2, Item 2) Destroy when 2 years old.
14-5	Supplemental	Includes differential, first 40 hours, hazardous, and overtime. Subdivide if necessary.	(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
15	<u>Performance Evaluations</u>		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
15-1	Appeals		(Item 79c) Destroy 3 years after final settlement of case.	(Item 79c) Destroy 3 years after final settlement of case.
15-2	Documentation and Processing		(GRS 1, Item 23a(5)) Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.	(GRS 1, Item 23a(5)) Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.
15-3	Merit Pay		(GRS 1, Item 23a(4)) Destroy 3 years after date of appraisal.	(GRS 1, Item 23a(4)) Destroy 3 years after date of appraisal.
15-4	Performance Rating Board (Case file if volume warrants)		(Item 79d) Destroy 1 year after case is closed.	(Item 79d) Destroy 1 year after case is closed.
15-5	Performance Standards		(GRS 1, Item 23a(4)) Destroy 3 years after date of appraisal.	(GRS 1, Item 23a(4)) Destroy 3 years after date of appraisal.
15-5-1	S.E.S. Performance Standards			

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
15-6	Ratings and Appraisals		(GRS 1, Item 23a(4)) Destroy 3 years after date of appraisal.	(GRS 1, Item 23a(4)) Destroy 3 years after date of appraisal.
16	<u>Personnel Management</u>		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
16-1	Personnel Management Evaluations	Includes program inspections and surveys.	(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
16-2	Research Personnel Evaluations Systems (RPES)			
17	<u>Position Resource Management</u>	Summary documents including Implementation Plan and ARS-437, Financial Plan.	(Item 73f) All offices: Destroy when 5 years old.	(Item 73f) Destroy when 5 years old.
18	<u>Promotion and Internal Placement</u>		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
18-1	Demotions		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
18-2	Details/Assignments		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
18-3	Merit Promotion  (Case file by announcement number)		(Item 74g) Servicing Personnel Office: Destroy 2 years after effective date of appointment or reassignment.	N/A
19	<u>Recruitment</u>		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
19-1	Advertising and Publicity	Includes general material relating to vacancy announcement.	(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
19-2	Application for Employment		Official Personnel Folders (OPF) maintained by Servicing Personnel Offices (SPO). See Item 71, Records Control Schedule, for specific disposal information.	
19-3	Certificate of Eligibles	Includes related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a non-preference eligible.	(Item 74d) Servicing Personnel Office: Destroy when 2 years old.	N/A
19-4	Certification Request Control Index		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
19-5	Displaced Employee Program		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
19-6	Examination and Testing		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
19-7	Offers of Employment		See Item 74f, Records Control Schedule, for specific disposal information.	See Item 74f, Records Control Schedule, for specific disposal information.
19-8	Qualifications		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
19-9	Requests for Official Personnel Folder		(Item 70c(3)) Servicing Personnel Office: Destroy when 6 months old.	N/A
19-10	Shortage Category		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
19-11	Suitability for Employment		(Item 74e(1)) <u>Favorable pre-employment check</u> Servicing Personnel Office: Destroy when the national agency check and inquiry has been processed and the employee has completed the probationary period. (Item 74e(2)) <u>Unfavorable pre-employment check</u> Servicing Personnel Office: Must be retained at least 3 years. Disposition after this period shall be determined by the SPO.	N/A

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
22-1	Debriefing Secrecy Agreement	Form AD-491 completed by individuals who have been exposed to classified information.	(Item 169) Servicing Personnel Office: File original on permanent side of OPF. (Item 169) Classified Material Control Officer: Destroy when 2 years old.	N/A
22-2	Investigation Case Files	Includes <u>copies</u> of documents created during investigations for security clearances.	(Item 169b(2)) Destroy when no longer needed for administrative use.	(Item 169b(2)) Destroy when no longer needed for administrative use.
22-3	Status Files	Listings showing the security clearance status of individuals.	(Item 169b(1)) Destroy when superseded or obsolete.	(Item 169b(1)) Destroy when superseded or obsolete.
23	<u>Separation and Displacement</u>		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.
23-1	Death		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
23-2	Reduction in Force		See Item 70c(2)(a) and (b), Records Control Schedule, for specific disposal information.	See Item 70c(2)(a) and (b), Records Control Schedule, for specific disposal information.
23-3	Resignation		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
23-4	Retirement		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
23-4-1	Assistance		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
23-5	Separation for Cause		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
23-6	Transfer		(Item 70b(1)) Personnel Offices: Destroy when 5 years old.	(Item 70b(2)) Destroy when 3 years old.

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
23-6-1	Reassignments			
24	<u>Tours of Duty</u>		(Item 70a) Destroy when 3 years old.	(Item 70a) Destroy when 3 years old.
25	<u>Training and Development</u>	General correspondence, memorandums, agreements, and authorizations relating to the establishment and operation of training, courses, and conferences.	(Item 76a(1)) Personnel Office: Destroy when 5 years old or 5 years after completion of a specific training program.	(Item 76a(2)) Destroy when 3 years old.
25-1	Agreements		(Item 76c(1)) Personnel Offices: Destroy when 5 years old.	(Item 76c(2)) Destroy when 2 years old or when superseded or obsolete, whichever is sooner.
25-2	Career Planning and Development		(Item 76c(1)) Personnel Offices: Destroy when 5 years old.	(Item 76c(2)) Destroy when 2 years old or when superseded or obsolete, whichever is sooner.
25-3	Fellowships		(Item 76c(1)) Personnel Offices: Destroy when 5 years old.	(Item 76c(2)) Destroy when 2 years old or when superseded or obsolete, whichever is sooner.
25-4	Needs		(Item 76a(1)) Personnel Office: Destroy when 5 years old or 5 years after completion of a specific training program.	(Item 76a(2)) Destroy when 3 years old.
25-5	Nominations (SF-182)		(Item 76c(1)) Personnel Offices: Destroy when 5 years old.	(Item 76c(2)) Destroy when 2 years old or when superseded or obsolete, whichever is sooner.
25-6	Orientation		(Item 76d) Supervisors: Destroy when 2 years old.	N/A

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
Official Personnel Folders (OPF) maintained by Servicing Personnel Offices (SPO). See Item 71, Records Control Schedule, for specific disposal information.				
25-7	Plans		(Item 76a(1)) Personnel Office: Destroy when 5 years old or 5 years after completion of a specific training program.	(Item 76a(2)) Destroy when 3 years old.
25-8	Speaker Resources		(Item 76a(1)) Personnel Office: Destroy when 5 years old or 5 years after completion of a specific training program.	(Item 76a(2)) Destroy when 3 years old.
25-9	Training Courses and Seminars	Subdivide by type of training if volume warrants.	(Item 76e(1)(a)) <u>Training aids developed by ARS Personnel Division: Destroy 5 years after superseded or obsolete.</u>	(Item 76a(1)(b)) <u>Training aids developed by ARS</u> Destroy when superseded or obsolete.
			(Item 76e(2)) <u>Training aids developed by other agencies and institutions</u> Destroy when superseded or obsolete.	(Item 76e(2)) <u>Training aids developed by other agencies and institutions</u> Destroy when superseded or obsolete.
			(Item 76g) <u>Course announcement files</u> Destroy when superseded or obsolete.	(Item 76g) <u>Course announcement files</u> Destroy when superseded or obsolete.
25-10	Training Facilities and Equipment		(Item 76g) Destroy when superseded or obsolete.	(Item 76g) Destroy when superseded or obsolete.
25-11	Training Programs			
25-11-1	ARS Executive Development Program			
25-11-2	Fellowship Program			
25-11-3	Graduate School Programs			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
25-11-4	Management Education Program (MEP)			
25-11-5	Research Apprenticeship Program			
25-11-6	Research Engineer Recruitment and Development Program			
25-11-7	Sabbatical Program			
25-11-8	Senior Executive Service Candidate Development Program			
25-11-9	Training and Development Program (TAD)			
25-11-10	Upward Mobility Program			
25-11-11	Work Study Program			
25-12	Waivers		(Item 76c(1)) Personnel Offices: Destroy when 5 years old.	(Item 76c(2)) Destroy when 2 years old or when superseded or obsolete, whichever is sooner.